Information with insight...

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Information With Insight...

Now in its third decade, Thompson Publishing Group is the authoritative source for interpretation of complex laws and regulations. With more than 60 handbooks, newsletters and reference services, Thompson provides accurate and timely information to professionals in the fields of energy, environment, health care, personnel policy, state and local government programs, telecommunications, securities, and food and drug law. Thompson's strengths are its abilities to separate fact from speculation, recommend strategies for compliance and spot trends. Thompson believes that in the final analysis it is "Information With Insight" that counts.

For its success, Thompson relies on teams of legal and regulatory experts and editors to translate confusing laws into understandable English. In many cases, Thompson's experts helped draft the original laws about which they write. As a result, Thompson's publications are far more than compilations of primary documents and legal

interpretation. Each one carries thoughtful analysis and practical guidance — offering a comprehensive source of current knowledge.

Thompson Publishing Group was started in 1972 when the founder and today's Chairman of the Board, Richard E. Thompson, produced two publications — a loose-leaf reference handbook and a newsletter on the general revenue-sharing program for state and local governments. The response to these publications revealed a widespread need for current, reliable help in understanding federal laws and complying with them. These initial publications set the standard of excellence for Thompson's current offerings.

With headquarters in Washington, DC, Thompson's editors are in the mainstream of activity in our nation's capital. Drawing on their own extensive experience as well as that of Thompson's affiliated writers and experts in New York and other major cities, they are at home in Congress, the White House, the courts and federal and state agencies. They are equally comfortable in corporate boardrooms and in the canyons of Wall Street. In fact, Thompson's editors are experts in their own right — developing over the years a significant base of knowledge to draw from. Their expertise helps them evaluate news important to subscribers and discern trends within events.

Located at 1725 K Street, NW, in the heart of Washington, DC, near Congress, the White House and federal agencies.

Thompson's subscribers are executives in business, industry, government and nonprofit organizations. They are attorneys; accountants; consultants; association leaders; tax practitioners; school administrators; executives in oil and gas industries; federal, state and local government officials; federal grants recipients; personnel executives; compensation and benefits administrators; regulatory affairs and quality assurance managers; healthcare executives and administrators; hospital and nursing home administrators; physicians; healthcare financial managers and managers of environmental safety and health standards for workers.

Over the years, these subscribers have, in turn, become valuable resources for Thompson's editorial staff. Through daily contact, editors are kept current with their subscribers' most pressing problems and questions. In fact, subscribers who are experts in their fields serve on Thompson's editorial advisory boards — helping editors target the publications more precisely to the needs of subscribers. Thus, editors are able to continually sharpen the focus of their information.

An integral part of Thompson's operations is a commitment to customer service. The Fulfillment Services Division, located in Tampa, FL, and the Telemarketing Division in Salisbury, MD, support Thompson's editorial divisions.

With a staff of more than 150 professionals carrying out its mission, Thompson's most important goal is to deliver comprehensive, accurate and timely information to subscribers. Throughout three decades of growth and diversification, Thompson has kept its promise to provide subscribers with practical, results-oriented guidance on federal laws and regulations.

In today's competitive climate, where the people in the know are the people who succeed, Thompson Publishing Group is the premier resource for "Information With Insight."

ENVIRONMENTAL PACKAGING
U.S. GUIDE TO GREEN LABELING, PACKAGING AND RECYCLING
Thompson Publishing Group
EMPLOYEE HANDBOOK
MANDATED HEALTH BENEFITS
Ozone Depleter Compliance Guide
THE OIL SPILL PLANNING MANUAL
RCRA CORRECTIVE ACTION MANUAL
THE CABLE RE-REGULATION HANDBOOK
PHYSICIAN LABORATORY REGULATIONS MANUAL
EPA ENFORCEMENT MANUAL
EPA ENFORCEMENT MANUAL
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FDA ENFORCEMENT MANUAL
HEALTH CARE CAPITATION AND RISK CONTRACTING MANUAL
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FAMILY AND MEDICAL LEAVE HANDBOOK
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ABOVEGROUND STORAGE TANK GUIDE

Aboveground storage tank owners, hazardous waste tank operators, engineers, consultants, attorneys and compliance and risk managers will have immediate access to the insights of the nation's top experts in environmental compliance and aboveground tank operations and maintenance. Learn how to handle AST emergencies. Stay alert to changes in state and federal AST requirements. Interpret critical regulatory issues. Know about new tank technologies. Meet deadlines. And keep up with all duties under SPCC rules, the Clean Air Act, the Oil Pollution Act response plan requirements, SARA Title III, RCRA, CERCLA, OSHA, and stormwater permit requirements.

Checklists, charts, summaries, case studies and commentaries by leaders in the field are supplemented by the monthly page updates.

Plus, monthly newsletters keep you up-to-date with the latest developments in the rapidly evolving area of AST regulations and industry standards, including changes in the national fire codes, developments with SPCC and OPA guidelines and federal AST legislation, upcoming clean air regulations, new state programs, changes in tank design criteria and more.

Your subscription includes a loose-leaf manual as well as monthly newsletters and 12 sets of page updates.

Summary of Contents:

- *Spill Reporting Requirements, Environmental Regulations, Design Criteria, Permitting, Worker Training and Cleanup*
- *Industry Standards, Codes and Recommended Practices*
- *Insights on Technical Aspects of ASTs*
- *Legal Issues*
- *State Programs*

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ADA COMPLIANCE GUIDE

The most significant civil rights bill to pass Congress in a quarter of a century, the Americans with Disabilities Act outlaws discrimination based on disability in employment, public accommodations, government services, transportation and telecommunications. Under the law, disability includes hearing, mobility and visual impairments, bipolar affective disorder, alcoholism, past drug use and AIDS, among many other disabilities.

Thompson's *ADA Compliance Guide* shows you how to cope with this complex law. Contributing editor Barbara Anderson, Esq., an Alexandria, VA, attorney specializing in disability issues for over a decade, contributed extensively to this comprehensive "how-to" manual with step-by-step instruction for compliance. The *Guide* provides practical advice on the surest and most cost-effective ways to comply with the new law.

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When you subscribe, you will receive the *Guide* and 12 issues of the *ADA Monthly Bulletin*, a time-saving source for accurate, timely news as the impact of the law unfolds. Your subscription also includes regular updates to the loose-leaf guide. Separate "specialty" chapters are also available to provide hands-on, specific guidance for several industries and public agencies.

Summary of Contents:

- *Applicability of the ADA*
- *Employment Discrimination and Accommodations*
- *Transportation Accessibility*
- *Accessibility in Public Accommodations*
- *Enforcement and Penalties*
- *State Disability Laws*
- *State and Local Governments*
- *Chapters Available on: Banking; Hotels; Retail; Police and Firefighters; Colleges and Universities; Public Schools; Public Housing; Courts and Correctional Facilities*

CAPITATION CONTRACTS MANUAL:
A GUIDE TO NEGOTIATING SUCCESSFUL AGREEMENTS

As capitation continues to spread across the nation, more and more providers, insurers and attorneys will need to face the challenge of negotiating and evaluating capitated contracts. What are they, how do you negotiate them effectively, and evaluate the parties? How do you make sure that the contract you are signing will ensure profits, not losses?

Authors
Wendy Krasner
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Washington, DC

One easy-to-use loose-leaf volume provides you with the answers. It gives you actual capitation contracts signed by leading hospitals, physician group practices, physician-hospital organizations, and ancillary providers. It enables you to negotiate capitation contracts that take into account your unique risks, utilization patterns and cost considerations to ensure correct risk adjustments, low enrollment and minimum payment guarantees, equitable performance evaluation measures and much more.

The *Manual* contains contract language you can adapt to your own specific needs, paragraph-by-paragraph analysis of each model, and contract guidance to assess rates, terms and conditions. You'll discover common loopholes and pitfalls to avoid in adapting tricky contract provisions — and tips on how to word contract terms to protect your interests. It's the source you can turn to when evaluating new contracts for your organization or your clients — you can depend on the expert guidance and advice from the prominent health care law firm of McDermott, Will & Emery.

Summary of Contents:
- *Hospital Contracts*
- *Physician Contracts*
- *PHO Contracts*
- *Ancillary Contracts*
- *Negotiating Strategies*
- *Rate Setting Methodologies*

Our monthly newsletters and quarterly updates keep you informed of the latest trends, legal issues and policy decisions affecting capitation contracting. You'll get insightful analyses and actual examples of capitated arrangements.

CHEMICAL PROCESS SAFETY REPORT

Establishing, maintaining and refining a comprehensive process safety management (PSM) program is a daunting task. This unique guide is a valuable resource for effective management of highly hazardous chemical operations under OSHA's PSM standard. Safety and loss prevention specialists, process safety consultants, chemical and safety engineers, regulatory compliance managers and legal counselors will find explanations of all facets of the requirements, as well as state regulations, expert insights, enforcement summaries, accident reports, audit guidelines and resource listings.

The Report also includes case studies, government and industry studies, and advice and analyses from industry experts.

A monthly newsletter and updates to the manual track how companies are implementing specific provisions of the PSM standard, provide analyses of accidents and their causes, follow OSHA's coordination with EPA, summarize OSHA's interpretations and track other issues on the safe management of chemical process operations.

Summary of Contents:
- *Monthly Newsletters*
- *Process Hazards Analysis*
- *Equipment Maintenance*
- *Employee Participation*
- *Operating Procedures*
- *Personnel Training and Performance*
- *Contractors*
- *Management of Change*
- *Emergency Planning*
- *Incident Investigation*

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CLEAN AIR PERMITS:
MANAGER'S GUIDE TO THE 1990 CLEAN AIR ACT

States have established elaborate new operating permit programs as required by the 1990 Clean Air Act. Obtaining a permit under these programs is proving to be a tough, time-consuming job. The rules are complex and continue to evolve. Submitting the permit application is only the beginning. You'll have to keep working with state officials to make sure you get a permit that allows you to make changes at your plant without triggering costly public review procedures. In addition, you need to stay up-to-date on air toxics requirements, permit fees, monitoring provisions, citizen enforcement actions and stiff criminal penalties.

To help lead you through the maze of overlapping state and federal regulations, *Clean Air Permits* is packed with insightful reporting on how the latest actions by EPA and your own state affect you. Our concise format takes you right to the heart of controversies, proposals and new procedures, allowing you to make decisions with confidence.

Your subscription includes a loose-leaf manual filled with clear explanations, compliance recommendations and insights from highly regarded attorneys and consulting engineers. Accompanying your monthly updates to the manual is a monthly newsletter that keeps you up-to-date on regulatory developments and opportunities for cost-effective compliance. In addition, whenever you need fast, authoritative answers to specific Clean Air Act regulations, you may telephone our editorial staff directly.

Summary of Contents:

- *Federal Operating Permit Program Requirements*
- *State Permit Programs*
- *Reporting and Recordkeeping*
- *Nonattainment Areas*
- *Air Toxics Standards*
- *Acid Rain Provisions*
- *New Source Permitting*

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COMMUNITY AND WORKER RIGHT-TO-KNOW NEWS

A twice-monthly newsletter, *Right-To-Know News* covers the key issues and events related to the disclosure and notification requirements of SARA Title III, the OSHA Hazard Communication Standard and other federal regulatory programs. It is a valuable information resource for comprehensive coverage of major chemical incidents and the legal ramifications stemming from them. It also provides practical guidance on federal and state right-to-know requirements, compliance issues, industry liability and emergency response programs.

Each issue includes eight to 12 pages of authoritative news and up-to-date coverage of the latest developments in the constantly changing world of Right-To-Know.

Summary of Contents:

- *R-T-K Disclosure and Notification Requirements*
- *Federal, State and Local R-T-K Laws, Programs and Enforcement*
- *Liability for Public Exposure to Hazardous Chemicals*
- *Community Planning and Emergency Response*
- *OSHA's Hazard Communication Standard*
- *Interaction Between R-T-K and Other Laws*
- *Case Studies of Company Compliance Programs*

A valuable information resource for keeping up with developments in federal, state and local right-to-know laws, as well as incidents and responses to them.

COMMUNITY RIGHT-TO-KNOW MANUAL

A comprehensive, two-volume guide, our *Manual* helps you interpret the constantly changing requirements of EPCRA (SARA Title III) and remain in compliance.

Written in straightforward language, our *Community Right-To-Know Manual* explains federal and state right-to-know laws and aids in managing and submitting the necessary paperwork. Among its most important features is the consolidated chemical list central to EPCRA interpretation and implementation, which is also available in electronic format on disk.

Contributing Editor
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Our Manual is an authoritative reference for accurate, up-to-date information on community right-to-know and emergency planning issues.

Our clear, concise explanations of key EPCRA requirements are a convenient resource for preparing reports, handling emergencies and participating in community planning while protecting companies from costly lawsuits.

Your subscription includes monthly updates to the loose-leaf binders and monthly bulletins covering current federal and state EPCRA developments, as well as highlights of recent news events and enforcement actions.

Summary of Contents:

- *Federal and State Reporting Requirements*
- *Emergency Planning and Notification*
- *Consolidated Chemical Lists*
- *MSDSs and Chemical Inventories*
- *Trade Secrets*
- *Information Disclosure and Risk Communication*

COORDINATION OF BENEFITS HANDBOOK

Our Handbook provides step-by-step information on coordinating health coverage for employees, spouses, dependents, retirees, disabled employees and former employees.

The *Coordination of Benefits Handbook* is an easy-to-use central reference to help you determine when — and how — duplicate health benefits are coordinated. Written by specialists in the health benefits field, the *Handbook* provides you with information on making timely and accurate claim determinations for all types of health benefits plans, including group insurance, self-insured and managed care plans, and for federal programs such as Medicare.

It also describes the individual state regulations for coordinating benefits and reveals when those laws are pre-empted.

The *Handbook* explains the impact of the Health Insurance Portability and Accountability Act of 1996.

Quarterly updates and news bulletins keep you abreast of changing developments at the federal and state levels of government, as well as in the courts.

Summary of Contents:

- *Coordination of Benefits Under State Law*
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- *COBRA Coverage*
- *Medicare*
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See also:
Employer's Guide to Self-Insuring Health Benefits
page 12

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DEVELOPING AND MANAGING PHYSICIAN NETWORKS:
BUSINESS AND LEGAL STRATEGIES

To ensure success in today's changing health care market, many physician groups are forming or participating in integrated delivery systems and physician networks. These new organizations demand a new understanding of regulatory, operational, business and clinical issues. *Developing and Managing Physician Networks: Business and Legal Strategies* provides the information that physician leaders need to reposition their organizations for maximized profit potential. Co-authored by Michael L. Blau of McDermott, Will & Emery, Boston, MA, and David A. Roush of ADS Consulting, Inc., Newton, MA, the manual is written for physician group practice managers and administrators, hospital executives, financial and marketing executives, managed care administrators, attorneys, and consultants.

You'll have comprehensive coverage of the challenges facing physician leaders as a result of changes in the health care industry — presented through a review of all the issues involved in first developing a network, then managing the organization as it matures into later stages. Practical guidance is available on acquiring physician practices, setting budgets, forecasting staff needs, providing quality care, setting up employment agreements and implementing information systems. Regulatory issues, such as physician recruiting guidelines, antitrust, tax fraud and abuse, are covered along with marketing techniques and valuation principles.

Quarterly updates, along with monthly newsletters, keep you up-to-date on new trends and developments as they occur.

Summary of Contents:

- *Overview of the New Environment*
- *The Physician-Physician Model*
- *Hospitals and Physician Networks*
- *Valuation of Physician Practices*
- *Practice Acquisitions*
- *Managing the Practice and Business*
- *Business and Financial Planning*
- *Quality of Care and Managing Costs*
- *Managed Care and Capitation*
- *Senior Care, Managed Care and Medicare-Medicaid*

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EDUCATOR'S GUIDE TO CONTROLLING SEXUAL HARASSMENT

Controlling sexual harassment has become a top priority in educational institutions. Drawing on leading specialists in education and sexual harassment law, our *Educator's Guide to Controlling Sexual Harassment* provides clear explanations of confusing sexual harassment issues, such as hostile environment, sexual favoritism and consensual relations, as they affect and impose liabilities on the education community.

The *Guide* explains in plain English what to include in policies and complaint procedures and how to communicate them. You'll also find a detailed training module designed for use by all school employees that provides information on how to prevent sexual harassment and the proper reporting and handling of complaints. The training module includes minute-by-minute lesson plans and master transparencies and handouts. (Separate modules for K–12 and college-level are provided.) We also show you, step-by-step, how to receive and investigate complaints in a fair, effective and legal way.

The Guide contains sample policies, checklists, lesson plans and other resources to support your prevention and complaint processing efforts.

Your subscription includes monthly updates and a news bulletin to keep you in touch with the latest court and administrative rulings, as well as policies and practices used.

Summary of Contents:

- *Costs and Liabilities of Sexual Harassment*
- *Defining and Recognizing Sexual Harassment*
- *Rights and Responsibilities for Prevention and Control*
- *Developing and Implementing Effective Policies and Procedures*
- *Encouraging, Receiving and Responding to Complaints*
- *Lesson Plans — Complete With Transparency & Handout Masters*

EMPLOYER'S GUIDE TO FRINGE BENEFIT RULES

These days the IRS is taking a long, hard look at employer-provided fringe benefits — and not just at corporate "perks" like company cars or club memberships, but at routine, traditional programs like mileage reimbursements, employee parking and employee discounts on merchandise. Even fringe benefits that cost next-to-nothing to provide can result in very expensive excise and income taxes if the complex rules under the tax code are not followed carefully.

The *Employer's Guide to Fringe Benefit Rules* pulls together all the complicated IRS fringe benefit rules in one unique, easy-to-use reference. Its practical, step-by-step approach explains the dangers and safe harbors of all the IRS rules on fringe benefits.

Summary of Contents:

- *Transportation Fringes*
- *Travel and Entertainment Expenses*
- *Per Diem Plans*
- *Company Cars*
- *De Minimis Fringes (award programs, gifts, meal money, etc.)*
- *Working Condition Fringes (spousal travel, club dues, cellular phones, home offices, personal security, etc.)*
- *Employee Discounts*
- *Moving and Relocation Expenses*
- *IRS Audits*

Plus, you get valuation tables for leased cars and forms to keep track of business travel expenses. It explains how to handle withholding and how to avoid an IRS audit . . . and much, much more. Principal author Mary B. Hevener is one of the most well-respected tax experts in the country, especially when it comes to the design and administration of fringe benefit plans.

Each month, update pages will explain the latest guidelines, rule changes, standard limitations and per diem figures issued by the IRS. Plus, a monthly news bulletin will keep you abreast of the latest developments in the field, including insider reports on what other companies are doing.

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EMPLOYER'S GUIDE TO SELF-INSURING HEALTH BENEFITS

More and more employers are fighting today's spiraling health care costs by self-funding their health benefit plans — taking control of their financial contributions to the plan and taking advantage of ERISA protection from a jumble of state insurance laws.

The Employer's Guide to Self-Insuring Health Benefits shows you how to set up and administer a successful self-funded health plan.

Written jointly by a veteran self-insurance consultant and an accomplished benefits attorney, the *Guide* features comprehensive, easy-to-read explanations of all the laws, regulations and legal precedents that apply to self-funded plans, including: IRS nondiscrimination testing; ERISA requirements; the danger of discriminating against disabled employees under the Americans with Disabilities Act; COBRA continuation coverage; medical confidentiality and malpractice liability; annual Form 5500 filing requirements; and much more.

Summary of Contents:

- *Planning & Design*
- *Legal and Regulatory Requirements*
- *Funding*
- *Administration*
- *TPAs and ASOs*
- *Excess Loss Coverage*
- *Actuarial Issues*
- *Insurer Involvement*

See also: *Coordination of Benefits Handbook* page 10

The *Guide* also explains the impact of the Health Insurance Portability and Accountability Act of 1996.

Your subscription includes monthly updates to keep your *Guide* current, and a monthly news bulletin that briefs you on important developments in the courts, at the IRS and Labor Department and on Capitol Hill.

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EMPLOYER'S GUIDE TO THE FAIR LABOR STANDARDS ACT

Complying with the Fair Labor Standards Act can be a challenge for any employer. The *Employer's Guide to the Fair Labor Standards Act* leads you through the maze of regulations and case law to proper compliance with the law.

This handy one-volume guide shows you how to classify employees, compute overtime compensation, understand what constitutes hours worked and maintain your employee records in proper order.

The manual, complete with statutes and regulations, is an invaluable reference tool that you will consult again and again.

The *Guide* is written by Daniel Abrahams, Sandra Boyd and Gilbert J. Ginsburg, the same team of legal experts that produced the *Fair Labor Standards Handbook for States, Local Governments and Schools*, a popular resource for public employers. The *Guide* keeps subscribers abreast of the latest FLSA action from Capitol Hill, the Department of Labor and the courts.

Monthly updates and newsletters provide you with the most current developments in this complex and ever-changing area of law.

Summary of Contents:

- *Coverage of Employees and Employers*
- *White-Collar Exemptions*
- *Other FLSA Exemptions*
- *Minimum Wage and Overtime Compensation*
- *Working Time*
- *Child Labor*
- *Recordkeeping*
- *Enforcement and Remedies*
- *Sample Forms and Documents*

See also: *Family and Medical Leave Handbook* page 16

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EMPLOYER'S HANDBOOK: COMPLYING WITH IRS EMPLOYEE BENEFITS RULES

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Weil Gotshal & Manges
Washington, DC

Employers need to know the many testing requirements, definitions, deadlines and explanations in order to comply with IRS employee benefits rules. Thompson's *Employer's Handbook* is a convenient one-volume resource compiled by veteran regulatory specialist Mary B. Hevener, a partner in the Washington, DC, law firm of Weil Gotshal & Manges and a former advisor to the U.S. Treasury Department's Office of Tax Legislative Counsel. By pulling together pertinent information in an easy-to-use reference binder, this authoritative *Handbook* saves you time and reduces confusion. It provides clear explanations of how nondiscrimination testing requirements apply, along with sample forms and worksheets.

The Handbook answers your tough compliance questions in plain English, untangling the complex web of IRS employee benefits rules.

It covers self-insured health plans, group term life insurance, dependent care plans, cafeteria plans, educational assistance plans, adoption assistance plans and line-by-line guidance on Form 5500.

Your subscription includes a monthly supplement to keep the *Handbook* up-to-date. In addition, monthly bulletins report on current action inside Congress and the IRS.

Summary of Contents:

- *Plan Qualification Rules and Nondiscrimination Tests for: Health, Group Term Life, Dependent Care, Educational Assistance and Adoption Assistance Plans*
- *Reporting Requirements and Form 5500*
- *Sample Plan Documents, Forms and Worksheets*

ENVIRONMENTAL COMPLIANCE TOOL KIT

In one source, this practical service provides ready-to-use forms, procedures and tools you need to achieve — and demonstrate — compliance with today's wide range of environmental rules: hazardous waste, water, air, emergency planning and community right-to-know, and toxic chemical requirements.

Contributing Editor
David J. Mason
Hacto Corp.
Fords, NJ

Used in conjunction with your ongoing environmental compliance program, the *Tool Kit* simplifies paperwork and helps you collect data, document procedures, conduct training, run a self-audit, and fix problems that come to light.

It's a systematic approach that cuts time and money from environmental management.

In addition to helping you prove compliance during an EPA investigation, the *Tool Kit* will keep you up-to-date on EPA enforcement policies and compliance incentives.

Your subscription includes a two-volume manual in loose-leaf binders, continuous updates, and a monthly newsletter that alerts you to key environmental actions, deadlines, requirements, directives and policies that affect you. You also can access forms, model plans, worksheets, checklists, and sample notification letters on disk, or on the *Environmental Compliance Tool Kit*'s Internet web site, so you can customize your in-house compliance program.

Summary of Contents:

- *Developing an Environmental Compliance Program*
- *Hazardous Waste Management*
- *Water Resources Management*
- *Air Resources Management*
- *Emergency Planning and Community Right-To-Know*
- *Toxic Materials Management*
- *Spill Prevention and Response Planning*
- *Permitting*
- *Testing*
- *Reporting*
- *Recordkeeping*
- *Training*
- *Employee Communication*
- *Enforcement and Liability*

ENVIRONMENTAL PACKAGING:
U.S. GUIDE TO GREEN LABELING, PACKAGING AND RECYCLING

Green marketing has become much more competitive and is subject to increasingly complex technical considerations. U.S. and international standards are currently being developed that would restrict green marketing claims, and around the world industry is facing expanded ecolabeling programs, as well as "takeback" requirements for products and packaging.

Environmental Packaging keeps you one step ahead of the complex and evolving green marketing trend.

The *Guide* tracks new developments in ISO 14000 environmental management standards, life cycle assessment, labeling, procurement and manufacturers' responsibility, all of which have implications for U.S. industry, as well as for international trade.

Stay on top of: state-by-state regulations on recycled and toxicity content, disposal bans and environmental marketing claims; EPA & FTC guidelines; environmental certification systems; international standards and enforcement.

Environmental Packaging is actually two valuable resources in one: a monthly newsletter and a manual. The newsletters keep you current on the latest domestic and international environmental marketing trends; and the manual, with monthly update pages, consolidates all the information you need.

Summary of Contents:

- *State-by-State Regulations*
- *FTC and EPA Guidelines and Regulations*
- *Industry Certification Programs and Standards*
- *Country-by-Country Coverage*
- *Case Studies*
- *Critical Reference Documents*

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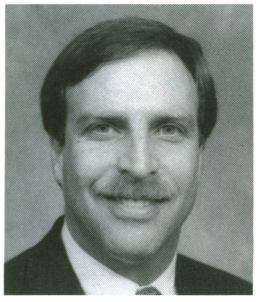
EPA ENFORCEMENT MANUAL



Author
Barry M. Hartman
Kirkpatrick & Lockhart
Washington, DC

Today's active environmental enforcement means there's a better chance your company or your client could be investigated for violating environmental laws.

This *Manual* helps you know your rights and responsibilities in advance so that if the government does investigate, you can respond with minimum cost, effort and risk.

This is the only how-to guide that shows you what the laws require and how the enforcement process works for every kind of environmental problem, from permit blocks and field citations to citizen suits and cease and desist orders.

In each area, you'll know what the government can do to build a case against you.

You'll also know what you should do when faced with administrative, civil or criminal actions, when to challenge an order, and what to expect.

In addition to expert guidance on everything from strategy options to negotiating lower sanctions and penalties, the *Manual* prevents costly surprises by showing you samples of the official documents used by enforcement personnel. It's the early-warning help you need to respond effectively the moment you find yourself the target of a government investigation.

Summary of Contents:

- *EPA's Enforcement Organization*
- *Inspections and Investigations*
- *Administrative Orders*
- *The Appeals Process for Administrative Orders*
- *Civil Monetary Penalties*
- *Injunctions and Other Equitable Orders*
- *Citizen Suits*
- *Federal Criminal Enforcement*
- *Criminal Sentencing*
- *Debarment, Suspension and Listing, Permit Blocks*
- *Parallel State Enforcement*
- *Private Litigation*

FAIR LABOR STANDARDS HANDBOOK FOR STATES, LOCAL GOVERNMENTS AND SCHOOLS

How do you, as a state or local government manager or a school administrator, deal with the difficult, daily task of complying with the Fair Labor Standards Act (FLSA)? One of the best practical tools is our two-volume reference handbook.

The most comprehensive source on public sector compliance ...

Authors
Gilbert J. Ginsburg
and
Daniel Abrahams
Epstein Becker
& Green
Washington, DC

One of our oldest, most successful publications, the *Handbook* offers cost-effective guidance and expert analysis, as well as wage rulings and other documents.

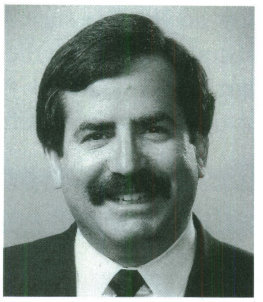
Authors Gilbert J. Ginsburg and Daniel Abrahams, of the Washington, DC, law firm of Epstein Becker & Green, bring to the *Handbook* more than three decades as practitioners of labor law. The depth of their experience in representing employers before the courts and the Department of Labor is reflected on every page. Through their continuing activities at the forefront of FLSA law, Ginsburg and Abrahams have unique and authoritative insights into complex issues, and their timely reports on emerging trends are among the best in the field.

Our *Handbook* is thoroughly indexed, cross-referenced and organized with easy-to-use tabs, providing quick access to information. Monthly updates to the *Handbook* slip easily into the loose-leaf binder and a monthly newsletter covers major developments in the field.

Summary of Contents:

- *Exempt Employees*
- *School, Special District, and Other Employees*
- *Hours Worked and Compensation*
- *Overtime Compensation*
- *Overtime for Police and Firefighters*
- *Equal Pay and Child Labor*
- *Recordkeeping*
- *Enforcement and Remedies*
- *Sample Forms and Documents*

FAMILY AND MEDICAL LEAVE HANDBOOK



Author
Peter Susser
Littler, Mendelson, Fastiff, Tichy & Mathiason
Washington, DC

Ensuring that your organization is in compliance with the Family and Medical Leave Act of 1993 (FMLA) and its accompanying regulations does not have to be a complicated and time-consuming process. Our one-volume, easy-to-use guide to the law features an extensive explanation of the complicated FMLA requirements, including eligibility, reporting and employee leave and benefits rules.

This comprehensive information service will help you control costs and minimize the law's disruption of your organization's operations.

The *Handbook* also provides clear explanations of the relationship between the FMLA and state and other federal laws, including the Americans with Disabilities Act, the Fair Labor Standards Act, COBRA and the Employee Retirement Income Security Act (ERISA).

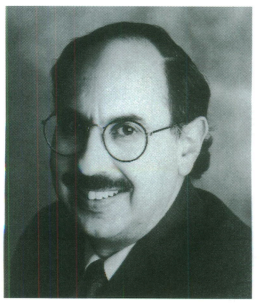
Summary of Contents:

- *Eligibility and Coverage*
- *Types of Leave*
- *Pay and Benefits*
- *Administrative Requirements*
- *Reinstatement of Employees on Leave*
- *Penalties for Noncompliance*
- *Special Concerns in Organized Workplaces*
- *Sample Forms and Documents*
- *State Laws*

Organized into easy-to-use tabbed sections, the *Handbook* offers quick access to every facet of the FMLA compliance process. Sample forms and documents are included to help you draft a family and medical leave policy, an application for family or medical leave, medical certification statements or a notice of employee intention to return from leave.

Your subscription includes monthly updates to the loose-leaf guide plus monthly news bulletins to keep you on top of new regulations and interpretations from federal agencies, court cases and state actions.

FDA ADVERTISING AND PROMOTION MANUAL



Author
Wayne L. Pines
President
Healthcare Division
APCO Associates
Washington, DC

The *FDA Advertising and Promotion Manual* explains FDA and FTC regulations and guidelines for the advertising and promotion of pharmaceuticals, medical devices, biologicals, food, veterinary medicines and cosmetics.

The two-volume loose-leaf service, with updates and monthly bulletins, includes analyses of the entire range of marketing channels: the Internet, scientific symposia, network television ads, print ads, detailers, video news releases, sponsored studies, celebrity endorsements, media tours, press releases and teleconferences.

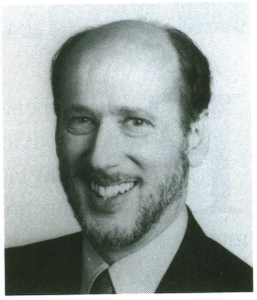
The *Manual* and monthly bulletins provide concise, up-to-date coverage of swiftly changing FDA and FTC policies to help manufacturers of FDA-regulated products understand current advertising rules and avoid penalties for noncompliance.

Written by Wayne L. Pines, a former FDA Associate Commissioner for Public Affairs and a longtime insider on the FDA's oversight of advertising and promotion, the *FDA Advertising and Promotion Manual* includes the text of significant laws, regulations, guidelines, FDA Warning Letters, FTC press releases and FYIs, consent orders, Inspector General reports and speeches by FDA staff on advertising and promotion issues.

Summary of Contents:

- *FDA's Authority Over Advertising and Promotion*
- *Advertising Policies of FTC*
- *Use of Consent Orders*
- *Preclearance of Advertising Materials*
- *Fair Balance*
- *Comparative Advertising and Superiority Claims*
- *Continuing Medical Education and Scientific Events*
- *FDA Policy for Use of Broadcast Media*
- *Routine Submission of Materials to FDA*
- *Price Advertising*
- *Public Relations Materials*
- *FDA Enforcement*
- *AMA, ACCME and PMA Guidelines*

FDA ENFORCEMENT MANUAL



Author
Arthur N. Levine, Esq.
Arnold & Porter
Washington, DC

This loose-leaf service is an essential tool for professionals in the drug, medical device, food and cosmetic industries who are responsible for compliance with FDA's tough enforcement strategies.

The *Manual* keeps you up-to-date on current FDA enforcement practices and gives practical step-by-step guidance on enforcement options.

Coverage includes FDA fraud policies, debarment authority (Generic Drug Enforcement Act of 1992), referral procedures with the Department of Justice, civil money penalties and potential penalties pursuant to the U.S. Sentencing Guidelines for corporations.

Monthly bulletins provide news and information on developments in Congress, FDA and other federal regulatory agencies, and significant emerging enforcement trends. The bulletins also feature advice and analyses from our editorial board of attorneys and other professional consultants.

The *FDA Enforcement Manual* is written by Arthur N. Levine, Esq., a partner in the law firm of Arnold & Porter. He is a 20-year veteran of the Food and Drug Administration, where he was Deputy Chief Counsel for Litigation, advised the FDA on its enforcement activities, supervised all litigation involving the FDA, and represented the agency to the Department of Justice. Mr. Levine's experience makes him uniquely qualified to provide the steps you should take to protect your organization.

Summary of Contents:

- *FDA's Enforcement Organization: Who Does What*
- *Inspections*
- *Warning Letters*
- *Adverse Publicity Disseminated by FDA*
- *Recalls and Administrative Injunctions*
- *Product Approvals*
- *Government Contracts*
- *Imports*
- *Civil Money Penalties*
- *Seizures*
- *Injunctions*
- *Criminal Liability*
- *Criminal Case Development*
- *Sentencing*

FEDERAL GRANTS MANAGEMENT HANDBOOK

Our two-volume handbook cuts through the jargon to provide practical advice and straightforward answers to help grants managers comply with complex administrative requirements for federal grants. It is a comprehensive, detailed and timely reference tool that covers regulations, executive orders, and administrative and court decisions affecting federal grants management.

Contributing Editor
Susan Lauscher, Esq.
Attorney
Arlington, VA

Federal Grants Management Handbook is succinct and clear, covering the whole arena of federal grants management requirements.

The *Handbook* explains everything — from setting up financial management systems to purchasing procedures to recordkeeping and reporting to audits. You learn how to comply with a wide array of laws and directives, such as nondiscrimination, environmental impact, lobbying restrictions and much more. Our *Handbook* includes every government-wide directive that affects the federal grants administration process and is thoroughly indexed and cross-referenced for ease of use. Plus, contributing editor Susan Lauscher, Esq., an Arlington, VA, attorney specializing in grants management, provides monthly digests of hard-to-find administrative decisions from the agencies.

Your subscription includes monthly updates to the loose-leaf handbook and a Current Developments newsletter for timely coverage of key issues and events. Optional federal agency reference chapters guide you through the policies of individual federal agencies providing grant funds.

Our *Handbook* is published in cooperation with the Grants Management Advisory Service.

Summary of Contents:

- *Obtaining a Federal Grant*
- *Accounting Systems and Financial Administration*
- *Indirect Cost Rates*
- *Purchasing and Procurement*
- *Complying With "Strings Attached"*
- *Reporting and Recordkeeping*
- *Audit Requirements*
- *Disputes, Appeals and Remedies*

FERC PRACTICE AND PROCEDURE MANUAL

Our Manual contains the complete and current text of FERC's Rules of Practice and Procedure, plus comprehensive analysis of FERC's implementation.

Designed for natural gas lawyers, energy consultants and other business people who practice before the Commission in areas of natural gas, electric power and hydrolicensing, our comprehensive, two-volume manual is an authoritative guide to FERC's rules of practice and procedure.

Another invaluable feature is *FERC Facts*, an insider's guide to how the agency works. It is filled with organizational charts, delegations of authority, telephone directories, filing fees and requirements, and access to public information.

Summary of Contents:

- *Pleadings, Tariff of Rate Filings, Orders to Show Cause, Intervention and Summary Disposition*
- *Discovery Procedures*
- *Hearings*
- *Conferences, Settlements and Stipulations*
- *Decisions*
- *Shortened Procedures*
- *Review of Remedial Orders*
- *Petitions for Adjustments Under the NGPA*
- *Assessment of Civil Penalties*
- *Ex Parte Communications*
- *Public Information and Requests*

Your subscription to the *FERC Practice and Procedure Manual* also includes monthly replacement pages, the latest rules and procedures and a transmittal letter that highlights exceptions to the rules.

FLEX PLAN HANDBOOK

Flexible benefits plans are now offered by more employers than ever before. Flex plans provide cost savings and tax savings, are popular with employees, and can provide a competitive edge in hiring and retention. But without sound guidance, the path to flex plan advantages can easily be buried under the trouble and cost of administration.

The *Flex Plan Handbook* shows you how to avoid costly pitfalls in introducing or refining your flex plan, how to simplify initial enrollment, how to conduct nondiscrimination tests, and how to gather, record and report data easily and cost effectively.

It tells you what funding alternatives are best for your organization and what other employers are doing.

Plus, it keeps you notified of flex-related measures pending at the IRS and in Congress — including the impact of the Health Insurance Portability and Accountability Act of 1996.

The authors and contributing editors of the *Flex Plan Handbook* specialize in employee benefits communication and flex plan design and implementation.

Your subscription includes quarterly updates that keep you in step with changes in the law and new guidance from the IRS. You also receive a news bulletin that keeps you up-to-date with new developments.

Summary of Contents:

- *Planning and Design of a Flexible Benefits Plan*
- *Flexible Spending Accounts*
- *How to Set Up a Flex Plan*
- *How to Communicate a Flexible Benefits Plan*
- *Plan Administration*
- *Nondiscrimination Testing*
- *Reporting and Disclosure Requirements*
- *Model Documents and Forms*

See also: *Employer's Guide to Self-Insuring Health Benefits* page 12

Contributing Editor:

Lawrence J. Eisenberg
Attorney at Law
Rockville, MD

FLSA EMPLOYEE EXEMPTION HANDBOOK

Author
Daniel B. Abrahams
Epstein, Becker & Green
Washington, DC

Our comprehensive one-volume *Handbook* is designed to enable private sector employers to classify employees with confidence under the Fair Labor Standards Act and other relevant federal laws, including the Americans with Disabilities Act.

Written by FLSA experts, *FLSA Employee Exemption Handbook* explains in detail the executive, administrative, professional and other exemptions to the FLSA. You'll learn about state and federal overtime, minimum wage and recordkeeping requirements, as well as the relationship between the FLSA and state labor standards.

The *Handbook* also discusses the legal standards for proving exemptions and offers practical guidance for minimizing damages and finding speedy remedies for a misclassification. Perhaps most importantly, though, you'll have sample classification specifications for nearly 100 private sector positions and guidance on conducting classification reviews.

Bimonthly news bulletins and updates to the *Handbook* will keep you current with the latest DOL and IRS rulings, court cases and congressional activity, as well as provide insight into specific job classifications.

Summary of Contents:

- *The Salary Basis Test*
- *Executive Employees*
- *Administrative Employees*
- *Professional Employees*
- *Other FLSA Exemptions*
- *Enforcement and Remedies*
- *Conducting Classification Reviews*
- *Sample Job Classification Specifications*
- *Resource Materials*

Authors:

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Washington, DC

Sharon A. Campbell
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Sandra J. Boyd
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Washington, DC

THE 401(k) HANDBOOK

Written by 401(k) attorneys and specialists, our resource for employers, attorneys and consultants guides you in plan design and administration, administering employer and employee contributions, nondiscrimination testing, reporting requirements, employee communications, valuation problems, hardship withdrawals, plan loans, rollovers and investment vehicles.

The loose-leaf *Handbook* contains detailed explanations of the complex 401(k) rules, plus proven troubleshooting strategies and remedies.

The *Handbook* includes the new 401(k) and ERISA changes enacted by the Small Business Job Protection Act of 1996.

Time-saving sample plan documents and forms, checklists and flow charts are also provided. Your subscription includes a monthly bulletin on relevant congressional, IRS and Department of Labor activities. You'll also receive monthly update pages to keep your *Handbook* current.

Summary of Contents:

- *Eligibility Rules*
- *Minimum Participation and Coverage Requirements*
- *Employee and Employer Contributions*
- *Nondiscrimination Testing*
- *Remedies for a Failed Plan*
- *Treatment of Excess Contributions*
- *Accounting and Reporting Requirements*
- *Plan Loan Programs*
- *ERISA Section 404(c) Rules*
- *Plan Distribution Rules*
- *Rollovers*
- *Hardship Withdrawals*
- *Model Documents and Forms*

Contributing Editor:

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GUIDE TO ASSIGNING & LOANING BENEFIT PLAN MONEY

Author
Paul Hamburger, Esq.
McDermott, Will & Emery
Washington, DC

Subtitled "How to Handle Divorce, Bankruptcy, Plan Loans, Tax Levies, Garnishments and More," this loose-leaf handbook is for plan administrators and attorneys who handle assignments of pension and 401(k) benefits. Author Paul Hamburger, Esq., a partner in the law firm of McDermott, Will & Emery, is an expert on qualified pension and profitsharing plans. The *Guide* covers anti-assignment rules, exceptions, qualified domestic relations orders, qualified medical child support orders, preparation of administrative material, receiving court orders, tax issues and penalties.

The Guide also includes a detailed discussion of how to set up and run a plan loan program.

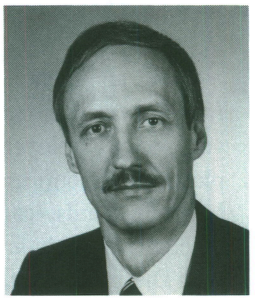
Sample procedures, documents, letters, checklists and forms are included, as well as appendices with relevant statutes, regulations, administrative rulings and court decisions. Quarterly bulletins provide new and revised pages and summaries of the latest information from the IRS, Department of Labor and the courts.

Summary of Contents:

- *Exceptions to the Anti-Assignment Rule*
- *Qualified Domestic Relations Orders*
- *Plan Loans*
- *Tax Issues*
- *Welfare Benefit Plan Assignments*
- *Model Forms and Documents*

See also: Pension Plan Fix-It Handbook page 31

GUIDE TO GOOD CLINICAL PRACTICE



Authors
Gary L. Yingling, Esq.
McKenna & Cuneo
Washington, DC
and
Mary Bernadette Ott
Regulatory Affairs and Quality Assurance Consultant
New Hope, PA

The *Guide to Good Clinical Practice* provides step-by-step guidance for every area of clinical research, to help sponsors, Institutional Review Boards and clinical investigators avoid costly errors and support faster FDA approval of new drugs, devices and biologics.

The *Guide* is designed for quick access to explanations of laws and regulations affecting each player in the research process – from review boards to product sponsors, it's all included in this one easy-to-use reference.

The service provides analysis of good clinical practices and potential problems; advice on how to generate, monitor and present data that meet FDA's requirements; and detailed analysis of emerging international harmonization issues.

The *Guide* is written by two respected authorities. Mary Bernadette Ott, Regulatory Affairs and Quality Assurance Consultant, is a former FDA Supervisory Investigator who concentrated on GCP issues for both drugs and devices. She now specializes in establishing in-house GCP auditing programs for sponsors, and conducting audits at clinical investigator sites.

Gary L. Yingling, Esq., currently a partner in the Washington, DC, law firm of McKenna & Cuneo, was president of the Food and Drug Law Institute for nine years. He also worked at FDA, where he was Director of Over-the-Counter Drug Review. Mr. Yingling is General Counsel of the International Society for Regulatory Toxicology and Pharmacology.

Summary of Contents:

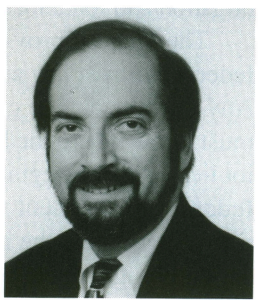
- *Overview of Good Clinical Practice*
- *Investigator Obligations*
- *Information About Subjects*
- *Document Requirements*
- *Sponsor/Monitor Obligations*
- *Evaluation of Clinical Data*
- *Quality Assurance Audits*
- *Institutional Review Boards*
- *International Good Clinical Practice*
- *Electronic Submissions, Computer Validation*
- *FDA Monitoring*

GUIDE TO MEDICAL DEVICE REGULATION

This loose-leaf manual with monthly updates and bulletins provides comprehensive discussion and analysis of all areas of medical device regulation.

In plain English, the *Guide to Medical Device Regulation* tells device manufacturers how to comply with existing device requirements and prepare for upcoming regulations.

The *Guide* takes device manufacturers through the process of developing, testing, marketing and reporting on medical devices, and covers the product approval process, quality systems (good manufacturing practices), medical device reporting, post-market surveillance, device tracking, reports of device corrections or removals, and much more.



Author
Mark Heller, Esq.
Hale and Dorr, L.L.P.
Washington, DC

Updates and monthly bulletins report on new regulations as well as changing FDA policies, agency procedures, congressional initiatives and significant court decisions affecting medical device manufacturers.

The *Guide to Medical Device Regulation* is written by Mark Heller, Esq., a former FDA Associate Chief Counsel for Medical Devices. Currently a partner with Hale and Dorr, L.L.P. in Washington, DC, Mr. Heller played a significant role in the development of the Safe Medical Devices Act of 1990.

Summary of Contents:

- *FDA Jurisdiction Over Devices*
- *Registration, Listing, and Labeling Requirements*
- *Classification and Reclassification*
- *Investigational Device Exemption*
- *Quality Systems*
- *Premarket Approval*
- *Premarket Notification*
- *Reporting and Tracking Requirements*
- *Exports and Imports*
- *Enforcement*
- *State Regulation and Pre-emption*

GUIDE TO USED OIL REGULATIONS

The Guide explains all the federal and state regulations affecting the handling, storing, recycling and disposal of used oil.

The *Guide to Used Oil Regulations* is a comprehensive source of information for used oil generators, transporters, processors, rerefiners, marketers and burners, as well as for lawyers and consultants involved in the management of used oil.

Detailed compliance information is provided on EPA's management standards, minimizing liability, finding the right kind of insurance, auditing a used oil recycling facility, and ensuring you are in compliance with the "rebuttable presumption" of mixing with hazardous waste.

Monthly newsletters and updates keep the *Guide to Used Oil Regulations* always current with the latest federal and state regulatory developments, enforcement actions, management practices, court challenges and legislative news. In addition, the editors at Thompson are on hand to answer questions and help subscribers find the information they need.

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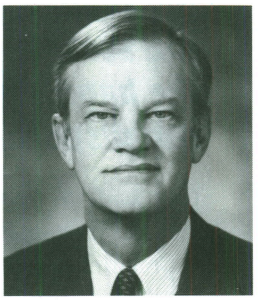
J.E. "Jack" Waggener, Jr., P.E.
Principal and Executive Vice President
Resource Consultants Inc.
Brentwood, TN

Summary of Contents:

- *Generating and Storing Used Oil*
- *Transporting and Recycling Used Oil*
- *Liability Issues*
- *Federal Regulations*
- *State Regulations*
- *Model Documents*

GUIDE TO U.S. FOOD LABELING LAW



Contributing Editor
Peter Barton Hutt, Esq.
Covington & Burling
Washington, DC

The *Guide to U.S. Food Labeling Law* is a comprehensive "how-to" manual on complying with the Nutrition Labeling and Education Act of 1990. In plain English, the *Guide* explains food labeling law and provides practical advice on what food processors must do to comply with the regulations and avoid FDA warning letters, product seizures and recalls, penalties, Justice Department lawsuits, and negative publicity.

Also included are sections on the history of food labeling laws, the role various governmental agencies play in enforcing the rules, and the special rules that pertain to the labeling of dietary supplements.

Written by Peter Barton Hutt, Esq., a former Chief Counsel at the Food and Drug Administration and a partner in the Washington, DC, law firm of Covington & Burling, the *Guide* brings you the most practical, useful information available on food labeling law. The *Guide* provides clear-cut analysis of each provision of the regulations to help you understand exactly what is required for safe, sure compliance.

Each month, you'll receive bulletins that give you the inside track on the FDA's, USDA's and FTC's policies, a listing of companies and products targeted by FDA for labeling problems, use of claims, and much more. In addition, update pages will keep your manual current as changes or amendments to the regulations occur.

Summary of Contents:

- *General Food Labeling Requirements*
- *Food Names*
- *Ingredient Labeling*
- *Net Quantity of Contents*
- *Nutrition Labeling*
- *Nutrient Descriptors*
- *Disease Prevention Claims*
- *Special Dietary Food*
- *Pre-emption and Enforcement*
- *Labeling Imported Foods*

HEALTH CARE ANTITRUST: A MANUAL FOR CHANGING PROVIDER ORGANIZATIONS

Succeeding in the current health care environment requires innovative integration strategies. Yet hospital mergers, provider groups and integrated delivery systems are coming under increased antitrust scrutiny by federal and state enforcement agencies. Precise knowledge of the intricacies of antitrust law as it applies to an evolving industry is necessary to avoid expensive litigation and roadblocks to business strategy.

The *Manual* provides a comprehensive overview of the federal antitrust law as it applies to the health care industry. Any doctor practice group and hospital, insurers and HMO must know where the boundaries of anti-competitive behavior lie. Since the beginning of the Clinton administration, the federal enforcement agencies have become increasingly active in policing the industry-wide integration and consolidation brought about by the advent of managed care.

Summary of Contents:

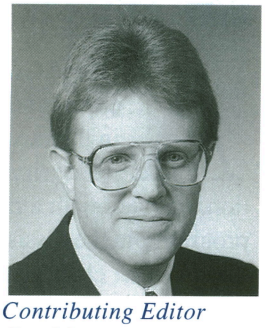
- *The Evolution of Health Care Antitrust Case Law*
- *The New Federal Health Care Enforcement Policies*
- *Antitrust Liability Considerations for Providers*
- *Creating a Unified Corporate Entity*
- *Forming Joint Ventures*
- *State Action Immunity*
- *Exclusion of Providers*
- *How Antitrust Reform Will Affect Physician Groups*
- *Issues for Insurers, Blue Cross/Blue Shield Plans and HMOs*
- *Market Power for an Integrated Delivery System*

The loose-leaf *Manual* is up-to-date with the latest in Federal Trade Commission and Department of Justice enforcement actions, and their implications. It also analyzes trends in enforcement policy and provides theories and strategies for creating integrated systems and joint ventures that will avoid anti-competitive pitfalls.

The monthly *Health Care Antitrust Manual* newsletter, and monthly updates of text pages, keep readers up-to-date with developments that affect their health care organization as they happen.

The *Manual* was co-authored by Thomas Campbell and Daniel D. McDevitt of the Chicago law firm Gardner, Carton & Douglas. Mr. Campbell, a partner at Gardner, Carton & Douglas, is a noted antitrust attorney who has specialized in the health care field for over 20 years and has tried many of the most significant health care antitrust cases of the past decade. Mr. McDevitt concentrates on antitrust and trade regulation and business litigation. He has represented health care clients in federal courts and before administrative agencies.

HEALTH CARE CAPITATION AND RISK CONTRACTING MANUAL



Contributing Editor
Guy M. Masters
Camden Group
El Segundo, CA

Managed care, the most important trend in health care today, is practically synonymous with capitation. Mastering the delivery of health care in a capitated reimbursement environment will be paramount for delivery systems and providers who want to be profitable today and into the future.

The volume is a comprehensive guide to all the important facets of capitation: information gathering; developing capitation rates; managing capitation for physicians; hospitals and integrated systems; quality assurance; and Medicare and Medicaid contracting.

The *Manual* serves the practical information needs of key executives in hospitals and integrated delivery systems, including CEOs, CFOs, chiefs of medical staff, directors of managed care and planning, executives of HMOs, PHOs and PPOs, and administrators of physician group practices.

Summary of Contents:

- *Gathering Data to Track Costs and Utilization*
- *Developing Capitation Rates*
- *Managing the Balance Sheet*
- *Managing the Transition to Capitation*
- *Ensuring Quality*
- *Medicare and Medicaid Risk Contracting*
- *Legal Liability and Ethical Considerations*
- *Ancillary Services: Behavioral Health, Rehabilitation and Pharmacy*

The *Manual* assists readers in taking the first steps into capitation. It shows how to cut expenses and improve quality and how to determine an organization's ability to bear risk. The *Manual* will highlight ways that cost and utilization data can be used to determine capitation rates.

The *Manual* was compiled by Guy M. Masters and Steven T. Valentine of the Camden Group in El Segundo, CA. Mr. Masters is a senior manager with Camden and concentrates on integration structures, managed care and competitive positioning for hospitals/health systems, physicians and payers. He is an adviser to the Health Advisory Board. Mr. Valentine is executive vice-president of the Camden Group and is a nationally recognized author and speaker on managed care.

The monthly newsletter that comes with the *Manual* will inform readers of the latest opportunities for providers, hospitals and payers in new managed care markets and Medicare and Medicaid. It will also feature case studies of other managed care organizations and how they are coping successfully with capitation.

INTEGRATED HEALTH CARE DELIVERY SYSTEMS: A GUIDE TO SUCCESSFUL STRATEGIES FOR HOSPITAL AND PHYSICIAN COLLABORATION

Author
Allan Fine
Quorum Health Resources, Inc.
Chicago, IL

In a new age of market-driven health care reform, the only way for providers to succeed is to reposition themselves! Thompson's practical procedures manual for hospital administrators, physician groups and health care attorneys is the only service of its kind to provide proven strategies and techniques to give you a head start in preparing for massive changes in health care delivery. All of the complex business, financial, legal, marketing and systems issues involved in setting up and managing an integrated delivery system are covered.

Integrated Health Care Delivery Systems discusses how to obtain capital, gain new market share and achieve high standards of care. It explains how to develop goals while complying with all legal issues related to integration, such as antitrust, tax, corporate practice of medicine, and fraud and abuse. This invaluable planning tool covers the full range of integrated services and presents practical guidelines for hospitals considering mergers with other health care providers.

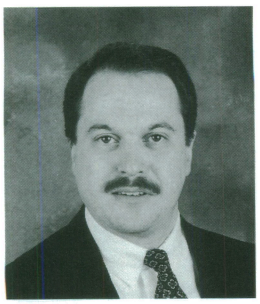
Summary of Contents:

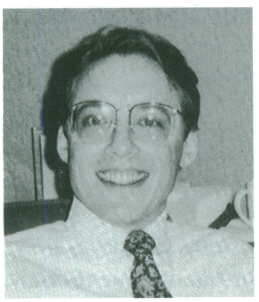
- *Defining Integrated Delivery Systems*
- *Determining Expectations of Providers*
- *Selecting the Appropriate Model*
- *Advantages/Disadvantages of Integration Structural Models*
- *Integration Strategies*
- *Gaining Physician Commitment*
- *Buyers Design Their Own Health Care Systems*
- *Management and Operation*
- *Elements of an Integrated System*
- *Establishing Parameters to Measure Success*
- *Antitrust, Tax and Other Legal Issues*

Case studies illustrating structural and organizational options for providers, including Physician Hospital Organizations (PHOs), Group Practice Without Walls (GPWWs), Management Services Organizations (MSOs) and other integrated models are included.

Our monthly newsletters and updates keep you up-to-date on new trends and developments as they occur.

INTEGRATED HEALTH CARE DELIVERY SYSTEMS:
BUSINESS AND LEGAL FORMS





Co-Authors
Allan Fine
Quorum Health Resources, Inc.
Chicago, IL
and
James G. Wiehl, Esq.
Sonnenschein, Nath & Rosenthal
St. Louis, MO

To ensure success in today's changing health care environment, many hospitals and physician groups are forming or participating in integrated delivery systems. These new networks, while working toward higher quality and lower cost, have the potential to be operational nightmares. *Integrated Health Care Delivery Systems: Business and Legal Forms* provides what organizations need to reposition themselves for maximized profit potential. The manual is written for hospital and physician group chief executives, financial and marketing executives, managed care administrators, attorneys and consultants.

Containing letters, sample agreements, legal documents, checklists and forms needed for network administration, the manual also includes proven techniques and forms used in actual cases. To help make network formation and operation a positive experience, the manual includes sample agreements between hospitals and physicians, lease agreements, guidance on negotiating capitalization plans and valuating physician practices, checklists and timeframes for committees and developing governance structures, and guidance on legal and tax considerations for the network.

Regulations on physician recruitment, antitrust, and fraud and abuse are covered along with marketing techniques and sample requests for proposal and quality report cards.

Our quarterly updates keep you up-to-date on new trends and developments as they occur.

Summary of Contents:

- *Planning to Form or Restructure an IDS*
- *Marketing and Planning Objectives*
- *Financial and Operational Planning and Objectives*
- *Advantages and Disadvantages of Different Integration Models*
- *Strategies for Vertical Integration*
- *Successful Selling to Purchasers of Health Care*
- *Management and Operation*
- *Elements of Integrated Managed Care Systems*
- *Tax Issues*
- *Legal Issues*

INTEGRATED SENIOR CARE:
ASSISTED LIVING AND LONG-TERM CARE MANUAL

Assisted living is the area of long-term care that experts note as having the most growth potential in the next decade and thereafter. A tremendous numerical increase in the senior population, coupled with a need for cuts in federal reimbursement programs, makes assisted living the logical choice for care of the disabled elderly who don't belong — or don't want to live — in nursing homes.

Integrated Senior Care: Assisted Living and Long-Term Care Manual is geared toward developers, administrators, architects, financial analysts and attorneys seeking a better understanding of the assisted living industry.

Authors David A. Roush, ADS Consulting, Newton, MA and Thomas H. Grape, ADS Senior Housing, are well-known within the industry. Mr. Roush is an attorney and health care consultant who has worked with hundreds of clients. He specializes in strategic planning, regulatory affairs, managing work outs, project management advice and hospital/long-term care alliances. Mr. Grape is the Managing Director of ADS Senior Housing, a diversified provider of seniors housing and long-term care services. He is a frequent speaker and author on seniors housing topics and serves on the boards of a number of professional associations.

Our monthly newsletter, *Integrated Senior Care: Assisted Living and Long-Term Care Bulletin,* and monthly updates bring you the most recent information on regulatory changes and industry trends that affect your decisions about going into the assisted living market or operating your facility.

Assisted living is the area of long-term care with the most growth potential in the next decade and thereafter.

Summary of Contents:

- *Overview of the Assisted Living Concept*
- *The Market*
- *The Product*
- *Regulation of Assisted Living*
- *Financing*
- *Design and Environmental Considerations*
- *The Feasibility Study*
- *Marketing*
- *Operations*
- *Legal Considerations*

THE LEAVE & DISABILITY COORDINATION HANDBOOK

Employers know that when it comes to coordinating requirements of employee leave and disability, it's easy for things to get difficult. That's because when a disabled employee takes sick leave or seeks to return to work, you must contend with requirements under the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and state workers' compensation laws. Often called the "Bermuda Triangle" of employment law, these three statutes require employers to provide leave, accommodations in job responsibilities and job reinstatement following leave.

The Leave & Disability Coordination Handbook offers employers a comprehensive, practical resource for sorting through the complex web of ADA, FMLA and workers' comp mandates.

A quarterly loose-leaf service, the *Handbook* guides you through the leave coordination process — from responding to leave requests and determining what requirements apply to managing an employee's return to work and handling associated performance and disciplinary problems. And to give you a complete compliance picture, the *Handbook* addresses a host of other laws — OSHA, COBRA, Pregnancy Discrimination, Fair Labor Standards Act — that affect your responsibilities in managing employee leave.

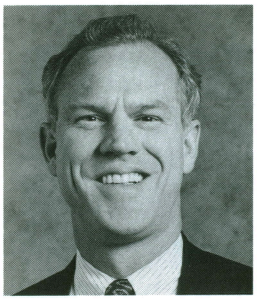
Your subscription includes the *Handbook*, quarterly updates to the manual and a quarterly newsletter that keeps you current on legislation, court decisions, federal agency guidance and what other employers are doing to coordinate their responsibilities. And if something happens between newsletters, we will alert you with special updates, included in your subscription.

The author, Abbey G. Hairston, is a Washington, DC, attorney noted nationally for her work on helping employers resolve leave conflicts.

Summary of Contents:

- *Mandates Concerning Leave and Disability*
- *Responding to Requests for Leave*
- *Returning to Work*
- *Benefits and Leave*
- *Leave Management Strategies*
- *Enforcement and Penalties*

MANAGING LABORATORY PERSONNEL:
THE CLIA AND OSHA MANUAL



Author
Robert A. Naeve, Esq.
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Orange County, CA

The ongoing changes to the Clinical Laboratory Improvement Amendments of 1988 (CLIA) and the Occupational Safety and Health Act (OSHA) make it very hard for today's medical laboratories to comply with federal rules on personnel and procedures. Fortunately, the *Manual* brings the latest personnel management guidelines plus regulatory guidance together in one source.

The *Manual* provides clear explanations of the practical steps a lab must take to comply with all pertinent CLIA and OSHA rules.

Summary of Contents:

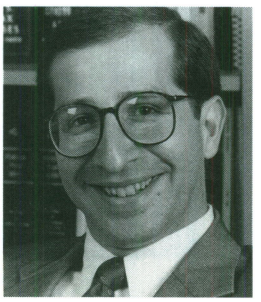
- *Laboratory Testing Procedures Under CLIA*
- *State and Federal Personnel Laws and Regulations*
- *Employee Classifications*
- *Establishing and Organizing the Work Force*
- *Compensation*
- *Benefits*
- *Payroll Practices*
- *Recruitment of Laboratory Personnel*

You'll find step-by-step guidance on everything from ensuring worker competence to making the right decisions about lab protocols, exposure control plans, vaccinations and post-exposure follow-up procedures. The *Manual* even covers the specific training and education requirements for all lab categories.

In addition to regulatory guidance, you'll find easy-to-follow management strategies for maximizing employee productivity and increasing lab profits. This handbook covers all personnel matters — recruitment, hiring, firing, job descriptions, salary, benefits, leave, evaluations, harassment, discrimination and more — all from the unique perspective of a clinical lab manager.

Your subscription includes the loose-leaf reference binder with commentary, explanations, and how-to guidance for implementing requirement procedures; plus quarterly update materials and monthly newsletters.

MANDATED HEALTH BENEFITS – THE COBRA GUIDE



Author
Paul Hamburger, Esq.
McDermott, Will & Emery
Washington, DC

To comply with the health care continuation provisions of COBRA, employers must have accurate, up-to-date information. For plan administrators, practical guidance is the key to protection from costly lawsuits by former employees.

Our COBRA handbook, authored by Paul Hamburger, Esq., of McDermott, Will & Emery, includes sample documents, forms and information for you to confidently administer COBRA benefits. It contains plain-English explanations of the law and proposed regulations, model employee notices and election forms, recordkeeping tools and suggested compliance procedures.

The *Guide* includes detailed explanations of the many changes to COBRA resulting from the Health Insurance Portability and Accountability Act of 1996.

Coverage includes: determining who is eligible to receive continued coverage; providing required notices to employees; setting premiums; dealing with HMOs, flex plans and open enrollment periods; coordinating COBRA with other laws; establishing efficient data collection and billing systems; and complying with state continuation coverage laws as well as COBRA.

Your subscription includes monthly bulletins providing up-to-the-minute information about court cases, new rules, actions by federal agencies and other current developments. You will also receive monthly updates interpreting new court decisions on COBRA and any changes in regulatory or statutory requirements.

Summary of Contents:

- *Eligibility*
- *Notices*
- *Determining Coverage and Benefits*
- *Collecting Premiums*
- *Beneficiary Responsibilities*
- *State Laws*
- *Model Forms and Notices*

MEDICARE MANAGED CARE MANUAL

As more and more seniors enter Medicare managed care plans, a vast new health care market is emerging. The *Medicare Managed Care Manual* offers up-to-the-minute legal, regulatory and practical coverage of all the issues crucial to creating and maintaining a profitable Medicare managed care plan — from designing benefit structures and establishing provider payer rates to deciding if you need stop loss coverage and handling out-of-area emergencies.

Written by attorney C. Keith Powell and John Straub, CPA, both experts with over 20 years experience in Medicare managed care, the *Manual* tells you in-depth and in plain English how to apply for and receive HCFA approval for a Medicare risk contract; what your organization needs to do to prepare to take on a risk contract, including how to build the necessary reporting and monitoring systems; what pitfalls exist in marketing a risk contract and how to avoid them; and what financial, legal and administrative dangers exist in a risk contract and how to overcome them. The *Manual* also features statutes and regulations, sample contracts, and sample marketing brochures.

Summary of Contents:

- *Risk Contract Application Process*
- *Preparing to Take on a Risk Contract*
- *Building Contract Monitoring and Reporting Systems*
- *Risk Contract Enrollment Issues*
- *Legal and Regulatory Issues*
- *Dangers in Risk Contracting and Solutions*
- *Medicaid Risk Contracting*
- *Legal and Regulatory Documents*
- *Administrative and Operational Documents*

The service also includes a monthly newsletter packed with the latest news and strategies targeted specifically to Medicare managed care. In addition, you will receive monthly updates that keep your *Manual* up-to-date with the latest case studies and sample contracts to make sure you have all the information you need to make Medicare managed care work for you.

Authors:

John H. Straub, CPA
St. Francis Health Network
Beech Grove, IN

C. Keith Powell
The Law Offices of C. Keith Powell
Louisville, KY

MONEY MANAGER'S COMPLIANCE GUIDE

The *Money Manager's Compliance Guide* is an invaluable guide to what you can, cannot and must do to protect yourself in every major area of the investment management business. Coverage includes SEC registration and inspections; advertising and solicitation; liquidity and portfolio turnover; trading practices; ERISA fiduciary responsibilities; commonly managed mini-accounts; personal trading prohibitions; mortgage-backed securities; subchapter M; contractual arrangements; SEC, DOL, CFTC and state Blue Sky enforcement powers; and much more.

Our authors — Clifford J. Alexander, Esq., and Arthur C. Delibert, Esq., partners in the Washington, DC, office of Kirkpatrick & Lockhart — are specialists in investment company and securities law and have practiced law with the SEC.

In plain English, the *Guide* spells out what you need to know to ensure compliance and avoid needless exposure to regulatory pressure, noncompliance penalties and lawsuits. Plus, indispensable updates and monthly bulletins will keep you current on the latest SEC, CFTC and DOL regulations, enforcement practices and policies, court decisions and risk prevention procedures.

Your subscription includes a loose-leaf manual as well as monthly newsletters and page updates.

Summary of Contents:

- *Investment Adviser Issues*
- *Investment Company Definitions and Exemptions*
- *Investment Company Organization and Structure*
- *Investment Company Operations Practices*
- *Investment Company Sales Practices and Advertising*
- *Alternatives to Registered Investment Company Structure*
- *ERISA Restrictions*
- *Regulation of Commodity Pools*
- *Enforcement*

MULTICHANNEL VIDEO COMPLIANCE GUIDE

The Cable Television Consumer Protection and Competition Act of 1992 dramatically changed the cable industry, creating new authority for state and local governments to regulate and participate in the industry, while imposing new responsibilities on cable operators. And the 1996 Telecommunications Act paved the way for telephone companies to enter the video services marketplace, while creating a new type of provider called an open video system.

The Multichannel Video Compliance Guide helps cable operators, telephone companies, franchising authorities and broadcasters understand how the telecom law affects their operations.

Taking a comprehensive approach to the multichannel video programming industry — including cable, MMDS, SMATV, DBS and the new open video system — the *Guide* provides clear explanations of rate regulation, telco entry into video service, franchising agreements, customer service standards, program access, must-carry/retransmission consent and open video systems.

Concise charts, diagrams and forms — including the FCC's rate regulation forms — steer you through the complex requirements of the law and provide practical guidance on how to comply.

Your subscription to the *Guide* includes a monthly bulletin to keep you abreast of new rulings and regulations from the FCC, hearings and proposed legislation from Capitol Hill, court decisions and activity from the industry. You will also receive regular updates to the loose-leaf *Guide*.

Summary of Contents:

- *Video Programming Providers*
- *Rates and Services Regulation*
- *Access and Carriage Requirements*
- *Local Governments and Video Programming*
- *Ownership and Sale of Video Programming Systems*
- *Must-Carry and Retransmission Consent*
- *Consumer Protection and Customer Service*

Contributing Editor:
James Blitz
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Washington, DC

NATURAL GAS CONTRACTS

How do you write trouble-free natural gas contracts? Our one-volume handbook explains the natural gas contracting process in clear, accessible terms — serving as a hands-on sourcebook for sample contract language used successfully by others in the natural gas arena.

Contributing editor Henry May, a partner at Vinson & Elkins in Houston, and a hand-picked editorial board extend our coverage to every segment of the natural gas industry.

Contract language is included for several types of natural gas transactions, including sales, transportation, storage, risk management and imports. For each potential contract situation, our handbook provides alternative language, with analyses of the strengths and weaknesses of each clause.

Your subscription includes quarterly updates to the handbook and a quarterly *Contract Report* newsletter, containing in-depth articles about issues of particular concern to contract specialists.

Summary of Contents:

- *Contracts in Natural Gas Trade*
- *Sales*
- *Transportation*
- *Storage*
- *Risk Management*
- *Short-Term Contracts*
- *Imports / International*
- *Price Reporting Services Sample*
- *Sales Contracts*
- *Sample Transportation Contracts*

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NATURAL GAS TRANSPORTATION

A single-volume reference system on gas transportation, our guide explains the myriad issues and FERC precedents arising from "unbundled" gas transportation and FERC Order 636. It includes in-depth coverage of various transportation-related developments at FERC and elsewhere. Commission orders, rules and policy statements, rate settlements, congressional action, federal court opinions and administration policies are summarized in an easy-to-use, topical format.

The opening chapter of *Natural Gas Transportation* is an overview of pipeline services under Order 636. Succeeding chapters focus on specific issues, detailing such topics as pipeline access conditions, capacity brokering, self-implementing transportation, no-notice transportation and service restructuring.

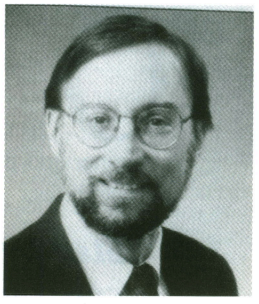
In addition, Natural Gas Transportation contains reporting guidelines to facilitate compliance with FERC's notice regulations.

It includes all effective regulations, updated regularly, and features citations to external documents to aid in research. Monthly updates keep the service current, reliable and authoritative.

Summary of Contents:

- *Open Access Transportation Principles*
- *Judicial Review*
- *Authority for Transportation*
- *General Terms and Conditions*
- *Transportation Rates*
- *Facilities*
- *Transportation-Related Services*
- *FERC Filing Requirements*
- *Citations to External Documents*
- *Effective Regulations*

NURSING HOME REGULATIONS:
SURVEY, CERTIFICATION AND ENFORCEMENT MANUAL



Author
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Attorney
Trenton, NJ

The final enforcement regulations implementing the Omnibus Budget Reconciliation Act of 1987 have been in effect since 1995. There have been substantial ongoing changes to the rules that apply to facilities that receive Medicare and/or Medicaid funding. Failure to understand and comply with these regulations could result in termination from the federal programs, civil monetary penalties, or other severe sanctions.

Nursing Home Regulations: Survey, Certification and Enforcement Manual is intended for nursing facility owners and administrators, attorneys representing nursing homes, elder care attorneys, and state certification agencies.

Author and contributing editor Robert J. Fogg, Esq., is an attorney who also holds a Masters Degree in Public Administration. Mr. Fogg has extensive government regulatory experience in the health care field, as well as first-hand knowledge of federal, state and local licensing agencies. He lectures widely and has written about numerous health care regulatory provisions affecting nursing homes and other long-term care facilities.

Our monthly newsletter, *Nursing Home Regulations: Survey, Certification and Enforcement Bulletin,* and updated text pages bring you the very latest information on statutory and regulatory changes and industry trends that affect your rights and responsibilities in nursing home administration and patient advocacy.

Failure to understand and comply with these regulations could result in termination from the federal programs.

Summary of Contents:
- *Introduction to Federal Nursing Home Regulations*
- *Implementation of the Nursing Home Reform Act*
- *Survey, Certification, and Enforcement Provisions*
- *Remedies*
- *Appeal Procedures*
- *Incentives for High Quality Care*
- *Nurse Aide Certification Requirements*
- *State Licensing and Enforcement Authorities*

OIL SPILL LAW INFORMATION SERVICE

This two-volume service contains information on complying with the federal Oil Pollution Act of 1990 and related state laws. The first volume focuses on determining the applicability of the law and prevention and compliance. Subsequent chapters, on containment and removal, compensation and liability, and penalties, cover what subscribers need to know in the event of a spill.

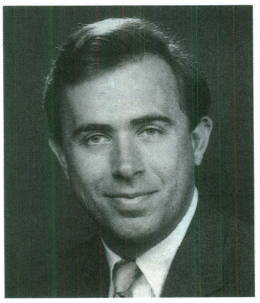
The second volume of *Oil Spill Law Information Service* contains Coast Guard facility regulations, EPA facility regulations, and regulations for vessel response plans.

Monthly updates to the *Service* describe your responsibilities under the Oil Pollution Act of 1990. In addition, our monthly current developments newsletter, *Oil Spill Law Information Service*, will provide you with information about complying with the rules, court opinions and administrative developments, and guidelines for minimizing your costs of compliance.

Summary of Contents:
- *The Oil Pollution Act of 1990*
- *Prevention and Compliance*
- *Containment and Removal*
- *Penalties*
- *State Regulations*
- *Coast Guard Documents*
- *EPA Documents*
- *Federal Law*

The chapters were written by senior members of two of Washington's premier law firms in the areas of maritime and environmental law — Dyer, Ellis, Joseph & Mills; and LeBoeuf, Lamb, Greene & MacRae.

OSHA GUIDE FOR HEALTH CARE FACILITIES



Author
Thomas H. Wilson, Esq.
Vinson & Elkins, L.L.P.
Houston, TX

There has been a resurgence of OSHA activity recently, with a brand-new emphasis on health care employers. As the federal government turns its attention to safety in the health care workplace, OSHA enforcement is becoming much more aggressive.

The *OSHA Guide for Health Care Facilities* is a convenient one-volume resource to guide health care employers through the ever-widening web of occupational safety and health regulations, as they apply specifically to the health care industry. One convenient volume gives you everything you need to know to protect your employees from occupational health hazards and your facility from penalties for noncompliance with OSHA standards, all in easy-to-understand terms. One convenient volume gives you: fast, practical guidance on how employers must act to meet general OSHA standards, as well as training and recordkeeping requirements; specific OSHA standards applicable to the health care industry (maintenance and sterilization of medical equipment, safety controls for medications, radiation and laser equipment, infection control, reproductive hazards, medical waste, ergonomics, violence in the workplace, and more); how OSHA is organized and its relationship to other federal and state agencies; what triggers inspections and how they are conducted; and enforcement procedures, penalties for noncompliance, and your legal recourse in such matters. You'll even learn how to conduct self-audits to uncover areas for improvement at your facility. Model forms, checklists, and training ideas are included to assist you at every step.

The *OSHA Guide for Health Care Facilities* was written by Thomas H. Wilson, Esq., a partner with the nationally known law firm of Vinson & Elkins, L.L.P., concentrating his practice in labor and employment law. He advises a wide range of clients — including those in the health care, oil and gas, and computer manufacturing industries — on OSHA compliance issues and litigates OSHA citations.

Mr. Wilson is a member of the ABA Labor and Employment Law Section and its committees on occupational safety and health and international labor law. He is a contributing editor of the occupational safety and health committee's treatise regarding specific OSHA standards.

Our monthly newsletters and updates keep you informed of new trends and developments affecting health care facilities as they occur.

Summary of Contents:

- *Hazard Communication*
- *Medical Equipment*
- *Safety Controls for Medications*
- *Infection Control and Medical Waste*
- *Reproductive Hazards*
- *Ergonomic Hazards*
- *Workplace Stress and Violence*
- *Recordkeeping*
- *Safety and Health Committees and Self-Audits*
- *OSHA Inspections*
- *Employer Rights and OSHA Enforcement*

OZONE DEPLETER COMPLIANCE GUIDE

Ozone Depleter Compliance Guide provides vital guidance on how federally mandated CFC replacement affects everything from air conditioning and manufacturing processes to container and product labeling, and the viability of entire product lines.

Step by step, you'll learn what substances and operations are affected.

You'll also learn what compliance alternatives exist, and how to prepare for what's coming in areas such as approved alternatives, labeling of class I and class II products, maintenance issues and recycling.

Monthly newsletters and updates keep *Ozone Depleter Compliance Guide* always current with the latest regulatory developments, enforcement actions, management practices, court challenges and legislative news. In addition, the editors at Thompson are on hand to answer questions and help subscribers find the information they need.

Summary of Contents:

- *Substances, Facilities Affected*
- *Production Phase-Out*
- *Alternatives*
- *Warning Labels*
- *Banned Products*
- *Refrigeration*
- *Motor Vehicles*
- *Enforcement*
- *Laws and Regulations*
- *State, Local Requirements*

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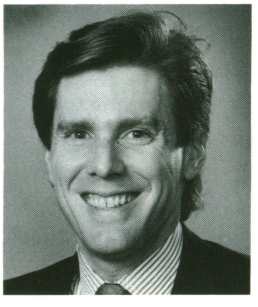
PENSION PLAN FIX-IT HANDBOOK

How do you correct mistakes in the administration of your pension plan? In plain English, this unique *Handbook* answers your questions about pension administration and explains not only how to fix mistakes but how to prevent them.

Our service will guide you through the complex rules, constantly changing requirements and overwhelming paperwork.

You'll have the guidance you need to administer pension and other plans, including defined benefit plans, 401(k) plans, profit-sharing plans and employee stock ownership plans.

Author Paul M. Hamburger, Esq., a partner in the law firm of McDermott, Will & Emery, and co-author, attorney Lawrence J. Eisenberg, combine their expertise in pension law with extensive experience helping plan administrators correct mistakes.



Authors
Paul M. Hamburger, Esq.
McDermott, Will & Emery
Washington, DC
and
Lawrence J. Eisenberg
Attorney at Law
Rockville, MD

Your subscription to this loose-leaf guide includes monthly updates to alert you to problems triggered by court decisions or new regulations and give you the latest information on challenges being faced by pension plan administrators and attorneys.

Summary of Contents:

- *Plan Design*
- *Eligibility*
- *Contributions/Benefit Accruals*
- *Investments*
- *Vesting*
- *Loans, Withdrawals and Distributions*
- *Reporting, Disclosure and Plan Communications*
- *Fiduciary Liability*
- *Plan Terminations*
- *Government Programs*

See also: The 401(k) Handbook page 19

PHYSICIAN LABORATORY REGULATIONS MANUAL

Physician Laboratory Regulations Manual is a two–volume loose-leaf service with monthly updates and bulletins that contains the most comprehensive and useful explanations of what physician office laboratories must do to comply with the Clinical Laboratory Improvement Amendments of 1988 (CLIA).

The Manual covers all relevant regulations.

Coverage includes: new proficiency testing and quality control requirements; certification requirements; recordkeeping; inspections and sanctions; validation methods; personnel standards; Medicare reimbursement; anti-kickback, fraud and abuse statutes; state licensure; physician self-referral; and more.

Contributing Editor
Sally A. Rosenberg, Esq.
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The author and contributing editor of *Physician Laboratory Regulations Manual* is Sally A. Rosenberg, Esq., Medicare reimbursement and CLIA specialist in the Washington, DC, office of McDermott, Will & Emery, a nationally recognized health care law firm. Ms. Rosenberg provides expert summaries and plain-English analyses of all the regulations affecting physician office laboratories, as well as insights on the Health Care Financing Administration's rulemaking process.

Summary of Contents:

- *Medicare Payment Policies for Lab Procedures*
- *Medical Fraud & Abuse Regulations*
- *CLIA Lab Classifications*
- *Certification and Accreditation*
- *Proficiency Testing*
- *Recordkeeping*
- *Quality Control/Quality Assurance*
- *Personnel Standards*
- *Inspections and Sanctions*
- *State Regulations of POLs*

PUBLIC EMPLOYER'S GUIDE TO FLSA EMPLOYEE CLASSIFICATION

Contributing Editor
Daniel B. Abrahams
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Ensuring that your public employees are properly classified under the Fair Labor Standards Act does not have to be a burdensome and dangerous challenge. Our one-volume, user-friendly guide, *Public Employer's Guide to FLSA Employee Classification*, is designed to enable you to make classification decisions regarding your employees in accordance with the FLSA and other relevant federal laws, such as the Americans with Disabilities Act.

The *Guide* explains in detail the executive, administrative, professional and other exemptions to the FLSA. FLSA attorneys and human resources professionals have provided information on state and federal overtime, minimum wage and recordkeeping requirements, as well as the relationship between the FLSA and state labor standards. The *Guide* also discusses the legal standards for proving exemptions and offers practical guidance for minimizing damages and finding speedy remedies for a misclassification. Subscribers find the sample classification specifications for many public sector positions especially helpful, along with the guidance on conducting classification reviews.

Bimonthly news bulletins and updates to the *Guide* will keep you current with the latest DOL and IRS rulings, court cases and congressional activity, as well as provide insight into specific job classifications.

Summary of Contents:

- *The Salary Basis Test*
- *Executive Employees*
- *Administrative Employees*
- *Professional Employees*
- *Other FLSA Exemptions*
- *Enforcement and Remedies*
- *Conducting Classification Reviews*
- *Sample Job Classification Specifications*
- *Resource Materials*

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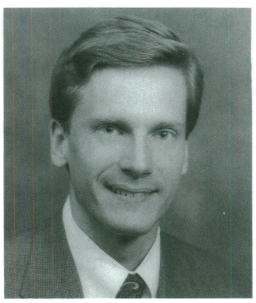
RCRA CORRECTIVE ACTION MANUAL



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Thomas M. Mounteer, Esq.
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When it comes to the Environmental Protection Agency's regulations governing hazardous waste, what you don't know can hurt you. EPA's rules are becoming more complex — and that means higher compliance costs for businesses. It's not enough anymore to simply manage hazardous wastes — you've got to have a plan for cleaning up your property and heading off future contamination of air, soil and water.

The *RCRA Corrective Action Manual* contains the information you need to understand and comply with the corrective action regulations. In plain English, it explains the components of EPA's plan, the regulations that implement it, and the federal law on which it's based.

Tabbed chapters take you through the various steps of a cleanup plan, from facility investigation to corrective action implementation and post-closure monitoring.

You'll learn about land disposal restrictions, cleanup standards, and EPA's sweeping proposal to overhaul the corrective action process. The appendices contain federal laws and regulations, important court cases, and EPA guidance documents.

The *Monthly Bulletin*, included in the subscription, will keep you up-to-date on administrative developments, proposed rulemakings, precedent-setting court cases and news from the hazardous waste treatment, storage, and disposal industry.

Contributing Editor David P. Flynn, Esq., is an attorney with the Buffalo, NY, firm of Phillips, Lytle, Hitchcock, Blaine & Huber, which represents numerous clients in corrective action cleanups. He is a member of the American Bar Association's Section on Natural Resources, Energy and Environmental Law, and lectures frequently.

Contributing Editor Thomas M. Mounteer, Esq., is a partner in the Washington, DC, office of Baker & Hostetler. He is the author of numerous articles on hazardous waste issues and is an instructor at George Washington University's Environmental Law and Policy Program.

Summary of Contents:

- *Financial Assurance*
- *Facility Investigations*
- *Corrective Measures Studies*
- *Remedy Selection*
- *Waste Management*
- *Notice and Permit Requirements*
- *Closure Requirements*
- *Subpart S Regulation Overview*
- *State Programs*

RESOURCE GUIDE TO FEDERAL PROGRAM COMPLIANCE AUDITS

The Resource Guide is a comprehensive source for the scores of compliance requirements necessary for administering, monitoring and auditing federal assistance programs.

Billions of federal assistance dollars are awarded every year. As part of their responsibility for accountability, grantees and their auditors must show that the money has been spent in accordance with federal laws and regulations — compliance requirements that aren't always readily available. Researching this information can be time-consuming, as the requirements and policies are scattered among dozens of federal agencies. And even when grantees and auditors do find all the requirements, they can't always be sure that the information is current.

The *Resource Guide to Federal Program Compliance Audits* is the most comprehensive source of federal program compliance information available — the information that grantees need to administer and monitor their federal programs and auditors must use to audit those programs for compliance. It provides program-by-program compliance information culled from numerous federal audit guides, compliance supplements and other federal agency guidance.

The *Resource Guide* provides major compliance requirements of hundreds of federal assistance programs administered by 28 federal departments and agencies. Each program, organized by federal agency and numerically by *Catalog of Federal Domestic Assistance* program number, provides specific citations for authorizing statutes and the applicable rules in the *Code of Federal Regulations*.

Summary of Contents:

- *Program Objectives*
- *Eligibility Requirements*
- *Uses and Use Restrictions*
- *Matching, Maintenance-of-Effort and Earmarking Requirements*
- *Financial and Other Reporting Requirements*
- *Cost Allowability, Cash Management Requirements, as well as Civil Rights and Environmental Mandates*
- *Special Provisions and Requirements Unique to Certain Programs*

Semiannual updates to the *Resource Guide* provide you with changes to audit and grants management policies affecting federal program compliance, as well as to specific statutory and regulatory changes to program requirements.

RISK MANAGEMENT PROGRAM HANDBOOK:
ACCIDENTAL RELEASE PREVENTION UNDER THE 1990 CLEAN AIR ACT

EPA's new accidental release prevention regulations will go well beyond current chemical process safety and SARA Title III requirements — affecting more than 70,000 facilities nationwide at a cost of up to $153,000 per facility! The *Risk Management Program Handbook* is the only source of immediate, reliable guidance on this deluge of new Clean Air Act requirements.

The *Handbook* will guide you safely through the complexity and expense of conducting a hazard assessment for each of over 100 regulated substances your company processes, stores or manufactures — and preparing a worst-case accident scenario for each.

Your subscription includes a monthly newsletter covering regulatory developments ... results of EPA chemical safety audits ... accidental release incidents and response efforts ... and industry risk communication strategies.

You'll also receive a comprehensive desktop compliance manual, updated monthly. It will provide ongoing guidance on how to write your risk management plan and communicate it to the public. The manual will include information on model risk management plans, updated chemical lists, the latest enforcement trends, charts, checklists, and much more.

The Handbook also helps prevent a public relations fiasco by showing you how to communicate your plan effectively through Local Emergency Planning Committees.

Authors:

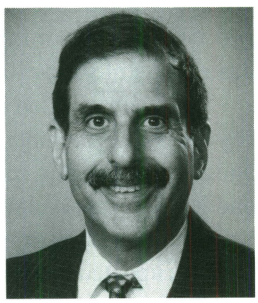
J. Ivor John, Marian H. Long, Michelle R. Murphy, Henry Ozog, Maria P. Verbolovskis and Adrienne R. Young
Arthur D. Little, Inc.

Summary of Contents:

- *Management Issues and Overview*
- *Who is Covered*
- *Hazard Assessment*
- *Prevention Program*
- *Emergency Response Planning*
- *How to Write an RMP Plan*
- *Information Disclosure and Risk Communication*
- *Enforcement*
- *State Programs*

SECTION 504 COMPLIANCE HANDBOOK

An in-depth compliance and reference service, the two-volume Handbook is designed to help federal funds recipients comply with the requirements of Section 504 of the Rehabilitation Act of 1973.



Contributing Editor
Charles D. Goldman, Esq.
Attorney
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Up-to-date compliance and technical information is provided on all of the disability civil-rights requirements that apply to federal funds recipients. It includes relevant employment forms, standards for accessibility, self-evaluation tools, regulations, laws and abstracts of court decisions.

The *Section 504 Compliance Handbook* summarizes and interprets government-wide rules and provides current, reliable coverage of legal developments in the field. Contributing editor Charles D. Goldman, Esq., draws on his extensive experience with disability issues, both inside the government and in private practice, to bring you the hands-on, practical guidance you can use.

As part of your subscription, you receive an information-packed monthly newsletter that covers all federal developments, monthly page updates to keep the *Handbook* current, and optional agency chapters reporting on the specific requirements of 22 federal agencies that have passed rules under section 504.

Summary of Contents:

- *Program Accessibility*
- *Architectural Accessibility Requirements*
- *General Employment Practices*
- *Employment Practices for Federal Contractors*
- *Assessment Tools*
- *Accommodation Requirements and Forms*
- *Architectural Standards*
- *Digests of Court Cases*
- *Technical Assistance*
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SINGLE AUDIT INFORMATION SERVICE

A comprehensive support system for arranging and conducting single audits, our periodic reference service covers developments affecting organizations receiving federal assistance as well as those performing the audits.

The two-volume Single Audit Information Service provides the necessary tools to support single audit work.

Included are up-to-date information and practical guidance for single audits of state and local governments as well as the single audit requirements for colleges, universities and non-profit agencies. Contributing Editor Susan Perna-Damon, CPA, has worked in the governmental auditing area for 20 years. She served as Single Audit Coordinator for the U.S. Department of Transportation's Office of Inspector General. An established practitioner for more than 10 years, she has performed and supervised numerous audit engagements involving federal and state agencies and their subrecipients and contractors. Ms. Perna-Damon also has consulted public accounting firms and state audit organizations on performing single audits. She has developed and teaches courses on performing single audits that have been presented to CPA firms, state auditors, state CPA societies, and professional accounting and auditing organizations.

Summary of Contents:

- *Audit Requirements*
- *Arranging for Audits*
- *Performing the Audit*
- *Content and Use of the Single Audit Report*
- *Audit Follow-Up*
- *Technical Assistance Materials*

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When it comes to meeting federal audit standards, our *Single Audit Information Service* is easy to use, easy to understand and timely. Your subscription includes monthly updates to the loose-leaf handbook and a monthly newsletter covering recent developments.

SPECIALTY CAPITATION MANUAL: RATE SETTING, EVALUATION AND IMPLEMENTATION

Specialty capitation is fast gaining acceptance as a sound method of controlling health care expenditures while maintaining high-quality care. But negotiating successful capitation contracts with specialists requires careful analysis of practice patterns, population health data and legal issues.

Specialty Capitation Manual: Rate Setting, Evaluation and Implementation gives health care administrators and provider representatives the practical, step-by-step guidance necessary to calculate fair, actuarially sound capitation rates and structure effective working contracts.

Your annual subscription to the *Specialty Capitation Manual* includes quarterly updates and monthly newsletters to ensure that your loose-leaf manual is always current and reflects the latest developments in capitation for specialists.

Author John H. Straub, CPA, has more than 20 years of experience in the fields of managed health care and public accounting. Author C. Keith Powell is an attorney whose practice focuses on the health care area.

Summary of Contents:

- *Specialty Care Capitation Overview*
- *Evaluating Specialty Capitation Contracts*
- *Creating Incentives Under Capitation*
- *Structuring Specialty Care Capitation*
- *Aggregated Specialty Capitation Pools*
- *Legal Implications and Options*
- *Capitating Ancillary Services and Special Populations*
- *Sample Capitation Rates and Case Studies*

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STORMWATER PERMIT MANUAL

An indispensable guide for compliance with complex federal and state stormwater regulations, the *Stormwater Permit Manual* will help you choose the right permit for your facility; devise a pollution prevention plan; set up best management practices; and implement sampling, monitoring and reporting requirements.

Summary of Contents:

- *Who Must Get a Permit*
- *Kinds of Permits*
- *Applying for a Permit*
- *Municipal Separate Storm Sewer Systems*
- *Compliance Monitoring*
- *Stormwater Management and Control*
- *EPA's Regulatory Strategy*
- *State Programs*
- *Enforcement and Penalties*
- *Text of Laws, Regulations, Forms and Model Documents*

The *Manual* is designed for managers of retail, commercial and institutional facilities; industrial facilities and manufacturing plants; construction companies and land developers; municipalities with separate storm sewer systems; petroleum bulk stations; mining, gas and oil operations; transportation facilities; hazardous waste TSD facilities; steam electric power generating facilities; and recycling facilities.

The *Manual* explains dischargers' obligations under the federal stormwater permitting program in plain English, with the help of sample forms, model documents and expert analyses and commentary. It also provides detailed information on all 50 state programs.

Monthly updates and newsletters highlight technical developments, compliance strategies, enforcement actions and upcoming EPA and state requirements.

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SUBACUTE CARE:
A GUIDE TO DEVELOPMENT, IMPLEMENTATION AND MANAGEMENT

In the struggle to control the rising costs of health care, subacute care is a "must." The comprehensive, hands-on *Guide* details everything you need to know about starting and managing a subacute unit. The *Guide* gives you an in-depth understanding of the structure of subacute units and reimbursement for skilled nursing — in easy-to-understand terms.

If you are already involved in subacute care, the *Guide* offers quick answers for improving the design and management of your program. If you are just entering into subacute care, it will steer you clear of pitfalls and direct you toward an efficient and profitable operation.

Editor-in-Chief
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Fowler Healthcare Affiliates, Inc.
Atlanta, GA

Frances Fowler, president of Fowler Healthcare Affiliates, Inc., a health care consulting firm, serves as editor-in-chief for the *Guide*. Ms. Fowler has been consulting nationally and internationally on a variety of health care matters for the past 18 years. She is a widely recognized advocate of subacute care and speaks frequently throughout the country.

Rounding out Ms. Fowler's extensive knowledge of this growing level of health care is a team of contributing authorities, whose expertise includes regulatory and legal issues, reimbursement, Medicare guidelines, feasibility and development, program design and system development, medical staff-related issues, and more.

The monthly newsletter, *Thompson's Subacute Care Report*, and the monthly updated text pages, will bring you up-to-the-minute information on industry changes, case studies, legal tips, and the latest federal and state regulations.

Summary of Contents:
- *Reimbursement Issues*
- *State Legal Trends*
- *Capitation and Integration*
- *The Regulatory Environment*
- *Creating the Hospital-Based Unit*
- *Marketing Subacute Services*
- *Specialty Programs*
- *Physician-Related Issues*

UNDERGROUND STORAGE TANK GUIDE

A comprehensive guide to underground storage tank regulations, the *Guide* is filled with expert advice and information on planning and compliance. It contains a full range of workable, practical, cost-effective solutions for tough environmental issues related to underground storage tanks. It can significantly help you avoid needless expense without risking noncompliance penalties — some of which run as high as $10,000 per day per tank.

Our Guide explains state and federal requirements clearly, while offering step-by-step guidance on how to comply.

Specific topics include acquiring and keeping insurance, strategies and technologies available for meeting tank-closure requirements, EPA and court interpretations of rule challenges, and UST owners' financial responsibilities under the regulations. To make compliance planning easier, there are checklists for deadlines and state program descriptions, including state contacts.

Your subscription to the *Underground Storage Tank Guide* includes monthly updates to the loose-leaf binder. A monthly newsletter highlights developments, compliance issues and enforcement activities.

Summary of Contents:
- *Petroleum Tanks*
- *Hazardous Materials Tanks*
- *Corrective Action*
- *Financial Responsibility/Insurance*
- *UST Trust Funds*
- *EPA Enforcement and Penalties*
- *State Programs*

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